



## The Electric Briefcase

March  
2004

### Hot Topic for March: Managing your E-mails



#### THINGS TO REMEMBER

- Create an account just for Court e-mail.
- Check your e-mail system for filtering of key words in the subject line.
- Send e-mails to a second or third address.
- Know that you can change addresses easily.
- Change from individual e-mails to Daily Summary Report or vice-versa.



#### MARCH QUICK FACT

In February 2004:  
128 Attorneys filed 2,363  
pleadings electronically.



#### MARCH QUICK FACT

On-site training is available to  
anyone. If you are interested,  
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the Help Desk.



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during regular office hours 8:00-4:30 M-F.

We can be reached at:  
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(608) 264-5630 in Madison  
(715) 839-2993 in Eau Claire  
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